



Australian Government

Department of Education, Employment and Workplace Relations

MEA118A Conduct self in the aviation maintenance environment

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of all Certificate III and IV level training pathways. It covers the competencies required to perform work ethically and efficiently in the maintenance of aircraft and aircraft components at Certificate IV level while contributing to the development of the individual's own capabilities.

Application of the Unit

This unit requires application of competencies relating to ethical behaviour, self-management and skills development relating to aviation maintenance.

Applications include all aspects of aircraft and aircraft component maintenance.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1. Manage self
 - 1.1. Responsibility for own workload is assessed, prioritised and accepted
 - 1.2. Work is undertaken individually or as a team member to complete maintenance tasks in a timely manner and in accordance with enterprise procedures and requirements
 - 1.3. Independence and initiative are demonstrated in identifying and solving problems
 - 1.4. Initiative is exercised in liaison with colleagues in identifying and analysing alternative approaches to resolving workplace issues and problems
 - 1.5. Own skills and knowledge are evaluated and monitored and confidence is built in own capability, ideas and vision
 - 1.6. Performance feedback from others is used to improve work performance
 - 1.7. Organisational structure, career paths and eligibility criteria are identified
 - 1.8. Awareness is maintained of the effects of fatigue, drugs and alcohol on performance
2. Work effectively with others
 - 2.1. Effective *communication skills* are applied
 - 2.2. Others are dealt with ethically and principles of diversity applied
 - 2.3. The trust and confidence of others is developed and maintained at all levels of the organisation
 - 2.4. Guidance is provided to other team members as required regarding skills application and maintenance processes
 - 2.5. Advantages, disadvantages and consequences of ideas are identified and considered
3. Participate in the process of change and innovation
 - 3.1. Work is undertaken with others to implement change in the workplace
 - 3.2. Opportunities for product and service enhancement and options for achieving the desired result are identified and proposed in accordance with enterprise procedures
4. Contribute to development of own skills
 - 4.1. Competency standards relevant to current employment are identified and applied
 - 4.2. Competency standards required for desired career path progression are identified and action is initiated through enterprise procedures to facilitate their attainment
 - 4.3. Problem solving skills are reviewed for further development
 - 4.4. Own personal knowledge and skills are assessed and learning opportunities are accessed as required to fill gaps and enhance skills
 - 4.5. New ideas and techniques are accepted and time and effort

invested in learning new skills
4.6. Performance feedback is used to identify and develop ways
to improve competence

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- oral communication
- written communication
- applying principles of equity and diversity
- managing own work performance
- interfacing effectively with others
- applying legislation, regulations and organisational policies and procedures relevant to role and workplace
- contributing to own knowledge, skills and competency development

Required knowledge

Look for evidence that confirms knowledge of:

- human factors
- the application within the workplace of legislative requirements and principles regarding equal opportunity, equity and diversity
- Aeroskills Training Package and relevant pathways to qualifications and their application within the enterprise
- problem solving principles
- constant improvement principles and procedures
- enterprise procedures for proposing modifications or changes in work procedures
- change management

Evidence Guide

<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to demonstrate initiative, effectively manage their own workload and contribute to the ongoing development of their skills, knowledge and competencies in the applicable field of aviation maintenance.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p> <p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.</p> <p>Competency in this unit underpins competency in other aspects of the workplace role of employees at Certificate III or IV levels. It may be appropriate to assess parts of this unit in conjunction with units relating to aircraft or component maintenance activities.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all tools, equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	Application of this unit may relate to: <ul style="list-style-type: none"> • scheduled or unscheduled maintenance activities • individual or team-related activities
Communication	Communication may be by way of: <ul style="list-style-type: none"> • oral communication • written communication, including email

Unit Sector(s)

Aviation maintenance

Competency field

Co-requisite units

Not applicable